

Instructions for:

Disinfection Byproducts (DBP) Form #4

Reporting Form for Running Annual Average (RAA) for Total Trihalomethanes (TTHM) and Haloacetic Acids (HAA5)

1. PWSID#: Enter the Public Water System Identification Number assigned by U.S. EPA.
2. System Name: Enter system legal name provided to U.S. EPA when PWSID assigned.
3. Date: Enter the date that the final report is prepared and signed.
4. Prepared by: Print the name of the person completing the form.
5. Authorized signature: The person that signs the form must be the legal owner or authorized representative of the legal owner. This signature certifies that the information submitted is correct and consistent with the written monitoring plan.
6. Title: Title/position of individual signing the document.
7. Population Served: Complete population size served by PWS.
8. Water Source Type: Check the box that describes your water source(s).
9. Number of Treatment Plants: Enter the total number of treatment plants.
10. Total # of samples taken this quarter: For systems sampling TTHM and HAA5 quarterly enter the number of samples collected each month of the reporting period.
11. Total # of samples taken during the year: for systems sampling TTHM and HAA5 annually enter the number of samples collected for the reporting year.
12. Violation?: Check only if the system has had a violation during this reporting quarter.
13. Check One: Check the appropriate reporting quarter: Quarter 1: January, February, March; Quarter 2: April, May, June; Quarter 3: July, August, September; Quarter 4: October, November, and December.

All systems must complete Columns A and B.

14. Column A: Enter the year for which the reporting month is associated.
15. Column B: Enter the monthly average of TTHM and HAA5 results, respectively, for each month.
16. Column C: Is protected by program and user will not be able to enter data. Program will calculate Quarterly average for TTHM and HAA5, respectively, based on data entered in Column B.
17. Column D: Is protected by program and user will not be able to enter data. Program will continuously compile data to calculate the RAA for TTHM and HAA5 concentrations, respectively.